ACCT 2301 – Principles of Accounting I

Course Description/Overview

Introduction to financial accounting including the accounting cycle and financial statements for service and merchandising firms operated as sole proprietorships or partnerships.

Prerequisite Knowledge

Mathematics 1302, 1332, or 1324 or equivalent.

Course Technology

The ability to retrieve materials from Blackboard and use a four-function calculator. In addition, all assignments will be completed through the Connect system.

Class Meeting Times

Online

Note: All due dates and times on this syllabus are based on Central Daylight Time (San Angelo).

Technical Support

For Connect issues, including questions about course registration, please contact McGraw Hill directly at 800-331-5094. You can also contact them through a “Chat” function at this link: http://mpss.mhhe.com/.

For Blackboard or general ASU related technology issues, the Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu.

Faculty/Instructor Information

Name: Landri Ognowski, MAcc, CPA  
Instructor, Department of Accounting, Economics and Finance
Office: RAS 250  
Phone: 325-486-6454 (office/voicemail)  
E-Mail: lognowski@angelo.edu  
Office Hours: M/W 9:00 – 10:45 AM, 12:30 – 1:45 PM (virtual)  
T/Th 11:00 AM – 1:00 PM  
Other times by appointment (email or call)  
Virtual meetings available
Course Objectives

Learning Objectives

Upon completion of this course, students will be able to:

1. Identify factual accounting knowledge, such as terminology, fundamental principles, classifications, generalizations and methods.
2. Apply accounting principles in unique situations.
3. Complete a basic accounting cycle problem from beginning to end.
4. Solve problems and make decisions based on the results of the solutions to the problems.

You will meet the objectives through a series of exams and homework that will measure your learning.

Assessment Methods

This class will consist of lectures and problem solving of selected exercises. In addition, we will utilize the McGraw Hill Connect system extensively throughout the class. This system will automatically grade homework and force you to either read or work through problems in each chapter.

**Connect:** As we move through the material, I will place assignments in Connect. These assignments may consist of advanced readings and problems and homework problems following material we cover in class. The deadlines for these assignments will always be at 11:59 PM on the day they are due (See Course Outline section below for tentative full schedule). At that time (11:59 PM), the Connect system will close and you will be graded on the work completed prior to that time.

I will make every effort to remind you of due dates in class, but ultimately you are responsible for meeting the deadlines that are clearly listed under Assignments on the Connect page for this course. In case of conflicts between due dates, the due dates listed in Connect are the final word.

There are two types of **required assignments** for each chapter:

1. **SmartBook (SB):** This is an interactive study tool that adaptively assesses your skill and knowledge levels to track which topics you have mastered, and which require further instruction and practice. Based upon your progress, SmartBook adjusts the learning content based on your knowledge strengths and weaknesses, as well as your confidence level around that knowledge. It also identifies the concepts that students are most likely to forget over the course of the semester—by considering those that you had been weakest on or least confident with—and encourages periodic review by the student to ensure that concepts are truly learned and retained. In this way, it goes beyond systems that simply help you study for a test or exam and helps you with true concept retention and learning. These assignments are required, and the points will vary based on the amount of material in each chapter. Unlike the homework, in part 2 below, you can get all of the points for the SmartBook assignment by fully completing the assignment. You will access this assignment on the assignments page in Connect. All assignments will close and be automatically graded based on the work you complete before 11:59 PM on the date it is due.
2. **Homework (HW):** This is exactly like it sounds: true-false, multiple choice, exercises and problems. Accounting is like math and you cannot expect to be successful without working problems. Your exams will consist of true-false, multiple choice, exercises and problems so this is where you can practice before the exam. Much of the homework is algorithmic and covers the main topics we discuss in the course and you will find on the exams. You will be allowed two attempts on each assignment and the second attempt will allow you to revise your previous attempt. The eBook, hints, and check my work resources are available for these applications, if they are available for the specific question you are attempting. Before the due date, you can see your total score. After the due date, you can review the detailed feedback for the assignment. You will access this assignment on the assignments page in Connect. All assignments will close and be automatically graded based on the work you complete before 11:59 PM on the date it is due.

A word of warning, there are large amounts of homework for the first exam. That is because this is the foundation of the entire course. Each of the first three chapters (what will be on Exam #1) have homework assignments that will take approximately 3 to 3.5 hours for each chapter. After Chapter 3 the amount of homework will decrease but it is still a major component of the course and your success in the course.

My reasoning for assigning homework in this course is simple; as I mentioned above, accounting, much like math, cannot be learned by just reading or watching a video. To truly learn the material, you must work problems and understand the concepts behind those problems to be successful.

There are also optional materials for each chapter:

1. **PowerPoint Slides:** I have placed the PowerPoint slides for your textbook on Blackboard. I have modified these slides to cover only the areas that we will discuss and over which you will be tested.

2. **Connect Interactive Presentations:** These interactive video presentations have a short video with questions that go along with the video. These interactive presentations are professionally produced and cover more material than I do and may not emphasize the same areas that I do in lectures and on the exams. The McGraw Hill interactive videos are located in the assignments section of Connect, but again, they are optional and worth ZERO (0) points towards the course.

**Exams:** There will be a total of four exams in this course. Each exam is worth 125 points. All exams will be delivered through Connect (located on the assignments page). The exams must be taken during their scheduled dates that are shown below. Failure to take an exam during the scheduled time will result in a grade of zero (0).

Exams are available during the following times (Central Time):
Course Textbook and Required Readings


You must have the Connect Access version, since all assignments and tests will be completed using Connect.

Grading Policies

This course employs the following to measure student learning:

<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th>Percent of Grade</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1: Chapters 1, 2, &amp; 3</td>
<td>125 points (12.5%)</td>
<td>Monday, September 14 at 11:59 PM</td>
</tr>
<tr>
<td>Exam 2: Chapters 4 &amp; 5</td>
<td>125 points (12.5%)</td>
<td>Saturday, October 3 at 11:59 PM</td>
</tr>
<tr>
<td>Exam 3: Chapters 6, 7, &amp; 8</td>
<td>125 points (12.5%)</td>
<td>Monday, October 26 at 11:59 PM</td>
</tr>
<tr>
<td>Exam 4 (Final Exam): Chapters 9, 10, &amp; 11</td>
<td>125 points (12.5%)</td>
<td>Tuesday, November 24 at 11:59 PM</td>
</tr>
<tr>
<td>Connect SmartBook (SB) assignments* (11 Chapters, lowest grade will be dropped)</td>
<td>250 points (25%)</td>
<td>See <em>Course Outline</em> section below for tentative full schedule</td>
</tr>
<tr>
<td>Connect Homework (HW) assignments* (11 Chapters, lowest grade will be dropped)</td>
<td>250 points (25%)</td>
<td>See <em>Course Outline</em> section below for tentative full schedule</td>
</tr>
</tbody>
</table>

Four exams @ 125 points each
Connect SmartBook (SB) assignments (11 Chapters*) 250 points
Connect Homework (HW) assignments (11 Chapters*) 250 points
Total 1,000 points

*Each assignment is 25 points. Your highest 10 SmartBook assignment grades and highest 10 Homework assignment grades will count; your lowest Smart Book assignment and lowest Homework assignment will be dropped.
Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = ≥ 900 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = < 600 points

I do not curve individual exams or the final course grades. It is my policy to strictly adhere to the course grading scale; in other words, 799 points is a “C” not a “B”.

I do not give grades. You earn your grade. I merely record your scores. If you need a particular grade in this class to maintain a scholarship, to make the Dean's List, to graduate, or for whatever reason, plan now to DO THE WORK TO EARN THE POINTS that equals that grade. There are absolutely NO extra credit or grade improvement opportunities offered in this course.

Response Time

I will do my best to respond to all emails within 24 hours.

Assignments, including exams, will be graded as completed and your grade posted in Connect immediately. Detailed feedback for questions will be available once all students have completed the assignment or exam. If an assignment or exam question requires manual grading, your grade should be available within one week.

Missed/Late Work

As a general policy, assignments and exams are required to be completed as scheduled. I do not accept late work except for documented emergencies. These emergencies, along with required documentation, MUST be reported to me within 48 hours of the assignment/exam due date.

Participation/Absenteeism

Regular and active participation is an essential and important aspect of any class. Absenteeism, failure to do the required work or noncommunication will severely impact your success in this course. It is required that you complete each assignment by 11:59 PM CT on the due date.
Course Policies

Required Use of Masks/Facial Coverings by Students in Class

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Plagiarism

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Code of Ethics

Students, faculty, administrators and professional staff of the Norris-Vincent College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
• Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford  
Director of Student Development  
Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX  
Dallas.Swafford@angelo.edu
Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I"s.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.
Course Outline

See TENTATIVE schedule below:

I am sure of only one thing in this class; this schedule will change. So, listen in class for any changes. We will not cover all the material in each chapter. Any material not covered in class will not be tested.

Again, information on this calendar is TENTATIVE. In the event of conflicts between this calendar and what is mentioned in class or on the Connect website – and there will be conflicts – the order of precedence will be: 1) Connect website for homework; 2) email from me; 3) Blackboard; and 4) this calendar. This calendar is nothing more than a “rough guide” to the course schedule.

Note: The last day to drop this class is TUESDAY, NOVEMBER 10, 2020

<table>
<thead>
<tr>
<th>Module</th>
<th>Chapter</th>
<th>Connect Assignments Due – 11:59 PM</th>
<th>Exam Availability Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 – Introducing financial statements</td>
<td>Monday, August 24th</td>
<td>Exam 1 (Chapters 1, 2, &amp; 3) Opens: Thursday, September 10 at 12:00 AM Due: Monday, September 14 at 11:59 PM</td>
</tr>
<tr>
<td></td>
<td>2 – Financial statements and the accounting system</td>
<td>Wednesday, September 2nd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 – Adjusting accounts for financial statements</td>
<td>Wednesday, September 9th</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Exam 1 (Chapters 1, 2, &amp; 3)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4 – Merchandising operations</td>
<td>Monday, September 21st</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 - Inventories</td>
<td>Monday, September 28th</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Exam 2 (Chapters 4 &amp; 5)</strong></td>
<td>Opens: Tuesday, September 29 at 12:00 AM Due: Saturday, October 3 at 11:59 PM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>6 – Cash, fraud, and internal control</td>
<td>Wednesday, October 7th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 - Receivables</td>
<td>Wednesday, October 14th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 – Long-term assets</td>
<td>Wednesday, October 21st</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Exam 3 (Chapters 6, 7, &amp; 8)</strong></td>
<td>Opens: Thursday, October 22 at 12:00 AM through Due: Monday, October 26 at 11:59 PM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9 – Current liabilities</td>
<td>Monday, November 2nd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 – Long-term liabilities</td>
<td>Monday, November 9th</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11 - Equity</td>
<td>Monday, November 16th</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Final Exam (Chapters 9, 10, &amp; 11)</strong></td>
<td>Opens: Friday, November 20 at 12:00 AM Due: Tuesday, November 24 at 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>